



Reimbursement/Pre-Payment for Professional Development Events

Individual employees of the Compton Community College District are currently eligible to receive reimbursement or pre-payment for attending or presenting at a professional development event. See below for application requirements.

Who is eligible: All faculty (both full-time and part-time), all full-time staff, and all administrators.

Reimbursement amounts: Recipients will be funded a maximum of \$1200 per academic year if attending or presenting at a conference or workshop. Funds are available on a first-come, first-served basis until all funds are expended or encumbered. Funding will not exceed total cost incurred by the attendee. Use of funds is to the discretions of the Professional Learning & Engagement Committee.

Flex credit: Flex credit may also be available. Email professionaldevelopment@compton.edu to inquire about your flex hours.

Application requirements: All applications for reimbursement or pre-payment must be pre-approved by a supervisor prior to attending the event.

Prior to attending the event

Applications for cost reimbursement or pre-payment MUST include all of the following:

1. A supervisor's signature is needed to initiate the process of the request for reimbursement. For faculty, the supervisor is the dean.
2. Descriptive materials of the event, such as a conference brochure, that indicates the content of the event.
3. Documentation detailing the estimated or known itemized and total costs.
4. In 300-350 words total, do both of the following:
 - a. Provide a written justification for the request and how attending/presenting at the event will aid in the professional development of the employee (i.e. you), department, and/or campus.
 - b. Explain how you plan to share information learned from the funded activity with colleagues, the department, and/or with the campus after completing the event.
5. All documents must be submitted and approved by the Professional Learning and Engagement Committee prior to attending the event.

After attending the event

- Fill in the "Claim" section of the Reimbursement form.
- If activity is being reimbursed through the Professional Development budget, email the forms to the Professional Development Manager. If activity is being reimbursed through your division/department, obtain your supervisor's signature. For faculty, this form needs to be sent to the dean.
- Include all receipts for the items on the "Claim" chart.
- Optional: Applicants seeking reimbursement for the cost of gas must also complete the [Mileage Reimbursement Form](#). To be reimbursed for mileage, the attendee must have completed the Safe Driver Training prior to the event. Contact Chief Box at rbox@compton.edu to set up an appointment for the training.

Failure to include all items will result in the request being returned to the submitter.

Optional: Travel Pre-payment/Reimbursement forms:

To pre-pay registration fees or other vendors directly, a [Travel Pre-payment form](#) must be completed and submitted along with the reimbursement form. Pre-payment for travel can be requested through the use of the [Credit Card Authorization Form](#). Claims for pre-payment should be sent to professionaldevelopment@compton.edu.

When are decisions made? All requests will be considered by the Professional Learning & Engagement Committee at the committee's next monthly meeting during the fall/spring semesters. Note: pre-payment requires extra processing time from the business office.

Questions: If you have questions about this process, please contact professionaldevelopment@compton.edu.
